

## EXPENSES CLAIM FORM

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.  
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.  
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS  
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.  
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

[illegible]

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